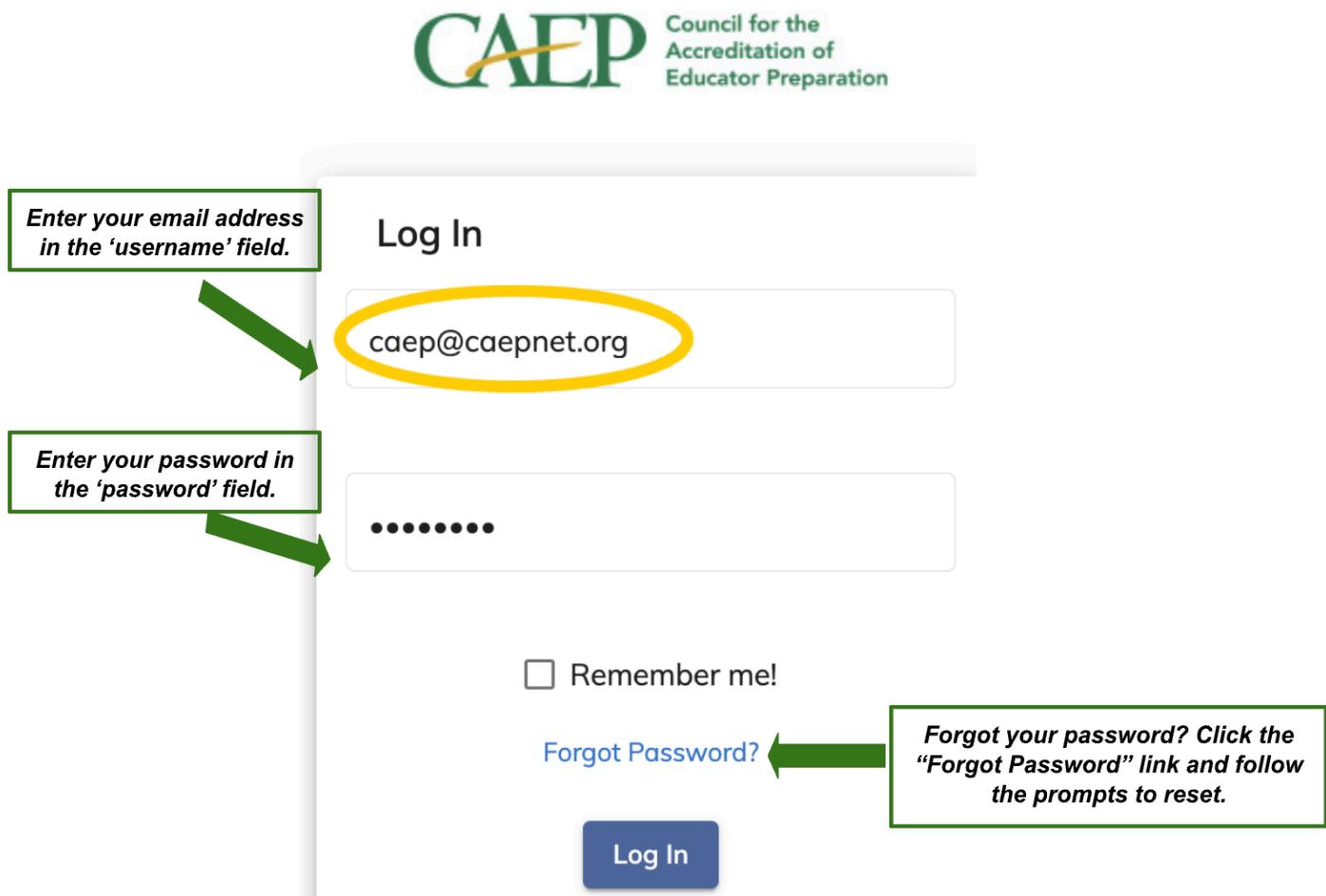


Accessing the Annual Report in AIMS 2.0

Logging in to AIMS 2.0:

1. Navigate to <https://caep.accreditor.com/>
2. Enter your email address in the 'username' field.
3. Enter your password in the 'password' field.
 - o If this is your first time logging in, or you need to reset your password, select "Forgot Password?" and follow the prompts to reset.
 - o Check your email for the forgot password link and enter your new password.
4. Click "Log In" to continue.



The image shows the 'Log In' page of the AIMS 2.0 system. At the top, the CAEP logo and the text 'Council for the Accreditation of Educator Preparation' are displayed. The page has a light gray background with a white central form. The form contains the following elements:

- A text input field labeled 'Log In' with the placeholder 'caep@caepnet.org'. This field is highlighted with a yellow oval.
- A password input field represented by a series of black dots.
- A checkbox labeled 'Remember me!'.
- A blue 'Log In' button.
- A blue 'Forgot Password?' link.
- Two callout boxes with green arrows:
 - A green box on the left with the text 'Enter your email address in the 'username' field.' and a green arrow pointing to the 'caep@caepnet.org' input field.
 - A green box on the right with the text 'Forgot your password? Click the "Forgot Password" link and follow the prompts to reset.' and a green arrow pointing to the 'Forgot Password?' link.

Accessing the Annual Report in AIMS 2.0

Accessing the Annual Report Template:

- Click "Annual Accreditation Report(s)" then "Current AR".

- Click the EPP name under "Organization Name".

Organization Name	State	Report Year	Status	Due Date	
CAEP University	Virginia	Annual Accreditation Report	AR In Progress		

- Click "Edit" to open the Annual Report template.

- Click "Start" to open a section of the Annual Report template.

Note: Not all EPPs will have all sections of the report displayed. Only the sections that appear within the Annual Report template are required to be completed by the EPP.

Accessing the Annual Report in AIMS 2.0

Annual Accreditation Report

Section	
Section 1. EPP Profile Updates in AIMS	
Section 2. EPP's Program Graduates	
Section 3. Substantive Changes	
Section 4. CAEP Accreditation Details on EPP's Website	
Section 5: Areas for Improvement and/or Stipulations	
Section 6. EPP's Continuous Improvement & Progress on (advanced level) Phase-in Plans and (initial-licensure level) Transition Plans	
Section 7: Feedback for CAEP & Report Preparer's Authorization	

9. Upon completing a section, click “Mark Section Complete”.



10. All sections of the Annual Report must be “Marked as Completed” before the report can be submitted.

Action





- To resume editing an incomplete section, click “Resume” next to the section to be edited.
- To edit a section that has been marked as completed, click “Reopen” or “View”.
- To submit the Annual Report, click “Submit Annual Report”.





Technical Assistance? Email: techsupport@caepnet.org

Annual Report Questions? Email: eppannualreport@caepnet.org

General Accreditation Questions? Email: accreditation@caepnet.org